



File Number: \_\_\_\_\_

**Talbot County Office of Planning and Permits**  
**215 Bay Street, Suite 2**  
**Easton, Maryland 21601**  
**410-770-8030**

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**Revision Plat Application - Preliminary and Final**  
**(Minor and Major)**

**Office Use Only:**

Fee Paid: \_\_\_\_\_ Application Received Date: \_\_\_\_\_ Time: \_\_\_\_\_

T.A.C. Date: \_\_\_\_\_ Planning Commission Date: \_\_\_\_\_ C.R.M. Date: \_\_\_\_\_

Critical Area: \_\_\_\_\_ Forest Conservation Plan: \_\_\_\_\_

**Preliminary: \_\_\_\_\_ Final: \_\_\_\_\_**  
**Minor Revision Plat: \_\_\_\_\_ Major Revision Plat: \_\_\_\_\_**

Property Owner #1: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Grid: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_ Size: \_\_\_\_\_ Zone: \_\_\_\_\_

Representative: \_\_\_\_\_ Email: \_\_\_\_\_

Representative Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

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Property Owner #2: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Grid: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_ Size: \_\_\_\_\_ Zone: \_\_\_\_\_

Representative: \_\_\_\_\_ Email: \_\_\_\_\_

Representative Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

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\_\_\_ ***Check and note if there are additional properties and information on a separate attachment.***

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Existing Project Road Frontage: State: \_\_\_\_\_ County: \_\_\_\_\_ Private: \_\_\_\_\_

Proposed Project Road Frontage: State: \_\_\_\_\_ County: \_\_\_\_\_ Private: \_\_\_\_\_

List Historical Significance/Impacts: \_\_\_\_\_

Within Town Growth Area: Y/N Critical Area: Y/N RDR: \_\_\_\_\_ ac. Reserved Land: \_\_\_\_\_ ac.

File Number: \_\_\_\_\_

Property #1: *(Circle One)* Water - Community/Individual *and* Sewer - Community/Individual

Property #2: *(Circle One)* Water - Community/Individual *and* Sewer - Community/Individual

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**Registered Engineer or Surveyor:**

Company Name: \_\_\_\_\_

Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_ Cell Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

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***Important: Applications on which all required information is not furnished will be returned for completion before processing, and shall not be considered filed with this department.***

\_\_\_\_\_  
Applicant's Signature- Property #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature- Property #2

\_\_\_\_\_  
Date



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### **Revision Plat Requirements - Preliminary and Final**

All Applications listed above must complete and submit the following for Minor & Major projects. A local jurisdiction may not approve a proposed parcel or lot consolidation or reconfiguration unless the following has been provided:

- \_\_\_\_\_ 1. All notations and information as required for Sketch plan.
- \_\_\_\_\_ 2. Previous plan approval within past 12 months. Preliminary plat shall be substantially consistent with the approved sketch plan.
- \_\_\_\_\_ 3. Ten (10) paper copies of revised plat represented at a size of not more than 100 feet per inch.
- \_\_\_\_\_ 4. Five (5) copies of all current deeds for the property proposed to be subdivided if the ownership or configuration of the property has changed since application for sketch plan review.
- \_\_\_\_\_ 5. Submission of construction plans for all proposed improvements including, but not limited to, roads, Stormwater management plans and sediment and erosion control plans to appropriate reviewing and approving agencies.
- \_\_\_\_\_ 6. Three (3) draft copies of any improvement agreements between the developer and the County.
- \_\_\_\_\_ 7. Three (3) draft copies of any proposed private covenants including private road maintenance agreement.
- \_\_\_\_\_ 8. Evidence of approval for any permits or plans required by any other county, state, or federal regulations, if applicable, to include joint Federal/State permit(s) for alterations of floodplains, waterways and/or wetlands.
- \_\_\_\_\_ 9. Evidence of adjoining property owner(s) consent, if and as necessary.
- \_\_\_\_\_ 10. Copy of soil/site evaluation approval from the Office of Environmental Health.
- \_\_\_\_\_ 11. Itemized description of changes and/or revisions to the plat or application since previous submission.
- \_\_\_\_\_ 12. Five (5) copies of an aerial photo for **Major projects only**.
- \_\_\_\_\_ 13. Completed checklist addressing all requirements for Preliminary/Final Revision Plat submittal.

**Applicant failure to adequately address all application and checklist items and those specifications in accordance with Chapter 190 of the *Talbot County Code*, may result in a project being considered incomplete or inaccurate, any such deficiencies may result in return of application without proceeding through the review process.**

\_\_\_\_\_  
Applicant's Signature- Property #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature- Property #2

\_\_\_\_\_  
Date

**As a Maryland registered design Professional/Surveyor I hereby certify that this application and associated plan(s) are technically correct and accurate to the extent necessary for meeting Talbot County requirements for preliminary-final revision plat submission.**

\_\_\_\_\_  
Signature of MD Registered  
Design Professional/Surveyor

\_\_\_\_\_  
Date

**Plats cannot be recorded until final approval has been granted. After recordation at Clerk of the Courts Office please return the receipt to Planning and Permits within 5 days.**



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### **Revision Plat Checklist - Preliminary and Final**

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Surveyor: \_\_\_\_\_

Checklist completed by: \_\_\_\_\_

Plat reviewed by: \_\_\_\_\_

The Surveyor will review each plat submission and application for completeness and accuracy. Each item shall be reviewed and checked as follows:

- Y = Information Complete and Accurate  
N/A= Information Not Applicable  
W = Waiver of required information. Submit separate request in writing to Planning Officer.

Based on unique characteristics of each parcel the Technical Advisory Committee may require additional information be submitted.

- \_\_\_\_\_ 1. All notations and information as required for Sketch plan.
- \_\_\_\_\_ 2. Date of latest revision.
- \_\_\_\_\_ 3. Location, alignment and width of proposed road and right-of way locations, including names of all proposed roads.
- \_\_\_\_\_ 4. Proposed lot layout and proposed location of lot lines including lot dimensions, acreage and building/development restriction lines.
- \_\_\_\_\_ 5. Location of all approved Sewage Disposal Areas including piezometer locations and/or location of water supply and sewage collection and disposal system.
- \_\_\_\_\_ 6. Location of all building restriction lines including property line setbacks, Chesapeake Bay shoreline development buffer, stream buffer and tidal and nontidal wetland buffers.
- \_\_\_\_\_ 7. Location and type of all proposed and existing monuments and sufficient data to readily determine the location, length and bearing of all property lines.
- \_\_\_\_\_ 8. Location and dimension of all proposed or existing stormwater management facilities.
- \_\_\_\_\_ 9. Location and dimension of all proposed or existing drainage easements.
- \_\_\_\_\_ 10. Location and dimensions of all proposed or existing utility facilities and easements.
- \_\_\_\_\_ 11. Plat notations explaining the following:
  - \_\_\_\_\_ Applicability and explanation of any drainage and utility easements, if any.
  - \_\_\_\_\_ Applicability and explanation of floodplain information, if any.
  - \_\_\_\_\_ Applicability and explanation of any sediment and erosion control requirements, if any.
  - \_\_\_\_\_ Applicability and explanation of ownership and maintenance requirements for private roads, if any.
  - \_\_\_\_\_ Applicability and explanation of any state and/or federal nontidal wetland protection regulations affecting the subdivision.
- \_\_\_\_\_ 12. All other standard plat notes as applicable and described on the Standard Plat Note List and other plat notations as required by the Planning Officer, County Engineering or County Health Officer on a case-by- case basis.
- \_\_\_\_\_ 13. For all waterfront lots, location of lateral lines and setbacks and harbor lines to define the useable water area for construction of water dependent facilities.
- \_\_\_\_\_ 14. For lots in the Critical Area, note maximum impervious coverage limitation or limit as restricted by previous subdivision for each lot. Improved lots shall note existing and remaining impervious coverage.
- \_\_\_\_\_ 15. Appropriate property owner signature block wording and space for notary signature and seal for each owner.
- \_\_\_\_\_ 16. Surveyor signature block wording.

- \_\_\_\_\_ 17. Appropriate signature block wording for County Engineer, County Health Officer and County Planning Officer or Planning Commission as appropriate.
- \_\_\_\_\_ 18. Notation of any self-imposed restrictions and location of any building lines proposed to be established in this matter.
- \_\_\_\_\_ 19. All monuments erected, corners, and other points established in the field in their proper places. The material of which monuments, corners, or other points are made shall be noted at the representations thereof or by legend.
- \_\_\_\_\_ 20. If the owner of land is a corporation, the title and name the representative signing the plat for the corporation shall appear on the plat.
- \_\_\_\_\_ 21. Signature and seal of the licensed land or property line surveyor responsible for the plat.
- \_\_\_\_\_ 22. Approved construction plans for all proposed improvements including, but not limited to, roads, stormwater management plans and sediment and erosion control pans, as applicable.
- \_\_\_\_\_ 23. Evidence of approval for any permits or plans required by any other County, State, or Federal Regulations, if applicable.
- \_\_\_\_\_ 24. In the event that the final ruling of the Planning Officer on a preliminary or final plat is appealed to the Board of Appeals, a notation of the Board’s action on the appeal shall be placed on the final plat with the date of the Board’s action.

**Applicant failure to adequately address all application and checklist items, and those specifications in accordance with Chapter 190 of the *Talbot County Code*, may result in a project being considered incomplete or inaccurate, any such deficiencies may result in return of application without proceeding to the next level of review. Only that information submitted with the original application and in compliance with submittal deadlines will be reviewed by the Technical Advisory Committee.**

All Critical Area revision/abandonment plats are required to be reviewed for “lot consolidation or reconfiguration” by the Critical Area Commission. The Office of Planning and Permits shall forward the final decision to the Critical Area Commission in accordance with 27.01.02 E as outlined below:

- (1) After a final written decision or order is issued, the local jurisdiction shall send a copy of the decision or order and, if applicable, the approved development plan within 10 business days by U.S. mail to the Commission’s business address.
- (2) The time period during which the Commission may file an appeal or a petition for judicial review shall commence on the date of the Commission’s receipt of the final written decision or order.
- (3) Unless a local ordinance or other local legal authority specifies a time period greater than 30 days, the Commission may file an appeal or a petition for judicial review within 30 days of the date of the Commission’s receipt of the final decision or order.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

**I hereby certify that this checklist and associated plan are technically correct and accurate to the extent necessary for meeting Talbot County requirements for revision plat submission.**

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date



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### **Independent Procedures Disclosure and Acknowledgement Form**

Proposed Project Name: \_\_\_\_\_

Physical Address of Property: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Grid: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Agent/Attorney: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Agent's Email Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Applicant acknowledges and understands:

1. This Application may be subject to local, state and federal laws, ordinances, rules, or regulations (hereafter "Laws") other than those that the Office of Planning and Permits, Planning Commission or Board of Appeals reviews, administers, or applies in connection with this review.
2. Other agencies, including but not limited to the Talbot County Health Department, Division of Environmental Health, Maryland Department of the Environment, U.S. Army Corps of Engineers, Maryland Department of Natural Resources, US Fish and Wildlife Service and others may also have review authority over the project or development proposed in the application.
3. Applicant remains solely responsible for compliance with all applicable laws, ordinances, rules, or regulations.
4. Applicant understands that review of this Application does not necessarily include review of any other applicable laws.
5. Applicant understands that neither the Office of Planning and Permits nor any of its employees has authority to grant permission or approval of any project or proposed development that violates any applicable law, ordinance, rule, or regulation of Talbot County, Maryland, and that any such approval issued in error has no enforceable legal effect.
6. Applicant understands that any decision issued by the Office of Planning and Permits, Planning Commission or by the Board of Appeals does not necessarily guarantee or assure the applicant that this project or proposed development may proceed.

**I HEREBY CERTIFY that I have read, acknowledge, and understand the foregoing.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney/Agent's Signature

\_\_\_\_\_  
Date

File Number: \_\_\_\_\_



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## Property Directions

**Directions to the Applicant's Property. Please Print Legible.**

[illegible]

**All Structures and Additions must be staked out upon submittal.**